

POSITION ANNOUNCEMENT

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ALABAMA

POSITION TITLE:	Intake Clerk
STARTING SALARY:	CL 24/1 (\$28,201) -- CL 24/25 (\$35,252)
LOCATION:	Birmingham, Alabama
OPENING DATE:	May 12, 2003
CLOSING DATE:	May 23, 2003

The starting salary is dependent upon experience and qualifications. Specialized experience related to the processing of legal documents is desirable.

DUTIES: This position is located at the public counter of the Clerk's Office. 1) Receives and examines all pleadings relating to the jurisdiction of the Court, accepting those that conform to the federal and local rules of practice and/or court requirements and returning those that do not conform. Affixes appropriate stamp to originals and copies of papers and routes to appropriate destination. 2) Issues all civil processes such as summonses and subpoenas. 3) Issues summonses for defendants when the U. S. Attorney so requests or when directed by the Court. 4) Accepts foreign deposition notices and registrations of foreign judgments. 5) Prepares searches of civil and criminal cases, exemplifications, registration of judgments, abstracts of judgments, copy work, and certification. 6) Collects the fee for commencing actions, and for taking appeals. 7) Furnishes information at the counter, by telephone, and by letter to members of the general public and the bar regarding the status of civil and criminal actions pending before the Court. 8) Has frequent contacts and deals tactfully with the bar and the public who wish to refer to files; makes files available for inspection; sees that requested copies are made and that bills are rendered to appropriate parties. 9) Opens incoming mail and routes to appropriate destination. 10) Other duties as assigned.

GENERAL EXPERIENCE: Progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire particular knowledge and skills needed to perform the duties of the position.

SPECIALIZED EXPERIENCE: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives or laws.

APPLICATION PROCEDURE: Submit a resume (which must include a daytime telephone number) and salary history to: **Clerk, U. S. District Court, Room 140, 1729 5th Avenue North, Birmingham, Alabama 35203. Attention: Personnel.**

This position is subject to mandatory direct deposit of net pay.

More than one position may be filled from this announcement. This office reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The most qualified applicants will be invited to participate in testing and a personal interview is dependent upon test results. Only those interviewed will receive notification when the vacancy is filled. The final candidate may be subject to a background investigation. The appointee must satisfactorily complete a probationary period of six months.

EQUAL OPPORTUNITY EMPLOYER